

Message Text

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PAGE 01 DAMASC 01248 241007Z

12

ACTION NEA-09

INFO OCT-01 ISO-00 ST-01 /011 W
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R 230944Z JUN 74

FM AMEMBASSY DAMASCUS
TO SECSTATE WASHDC PRIORITY 898

UNCLAS DAMASCUS 1248

E.O. 11652 N/A

TAGS: AFSP, SY

SUBJECT: OFFICE EQUIPMENT AND NON-EXPENDABLE SUPPLIES

REF: JONES/SCOTES TELCON 22 JUN 74

1. POST HAS ON HAND A SIZEABLE QUANTITY OF OFFICE FURNITURE LEFT FROM TIME PREVIOUS EMBASSY WAS OPEN. THIS INCLUDES DESKS, CHAIRS, TABLES AND OTHER STANDARD FURNISHINGS THIS FURNITURE, WITH A LITTLE POLISHING AND CLEANING SHOULD BE ADEQUATE FOR OFFICE NEEDS OVER NEXT FY.

2. POST HAS AT PRESENT ONLY ONE IBM SELECTRIC I TYPEWRITE WITH PICA TYPE AND ONE ROYAL ELECTRIC WITH ELITE TYPE. ANTICIPATING FOR NEW FY 75 AND NUMBER OF PEOPLE TO BE ASSIGNED TO POST FOLLOWING NUMBER OF TYPEWRITERS WOULD HANDLE LOAD:

A) POST WOULD PREFER ALL TYPEWRITERS TO BE IBM SELECTRIC DUAL PITCH OR AN EQUIVALENT MODEL. PREFERABLE ONE (AMB SECRETARY) SHOULD HAVE BUILT IN CORRECTION KEY. POST SUGGESTS THESE TYPEWRITERS BE PURCHASED WITH BOTH ELITE AND PICA TYPE BALL WITH TWO SPARE BALLS FOR ALL FIVE MACHINES. DISTRIBUTION WOULD BE ALONG FOLLOWING LINES
AMB SECT - ONE, POL SECT-ONE (PRESENT IBM SELECTRIC I WOULD STAY IN POL SECTION) ECON SECT - TWO, ADMIN SECTION ONE, CONS SECT WOULD USE PRESENT ROYAL. CURRENT IN BUILDING IS 110V 50 CYCLE.

B) POST HAS ON HAND ONE OLD FRIDEN CALCULATOR AND ONE TAPE TYPE FRIDEN ADDING MACHINE. POST COULD DEFINITELY USE TWO
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SMALL POCKET TYPE CALCULATORS (NOT THE EXPENSIVE TYPE) AND

ONE ADDITIONAL ADDING MACHINE WITH TAPE CAPABILITIES.

3. SHOULD BUREAU DECIDE TO PURCHASE TYPEWRITERS POST WOULD
APPRECIATE IT IF A SUPPLY OF RIBBONS BE PURCHASED AT SAME TIME.

4. MANY THANKS FOR BUREAU'S INTEREST IN HELPING BUILD
UP POST.
SCOTES

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NNN

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